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Workforce Center Administration Division

Employment & Training Programs

Workforce Investment Act (WIA)

The Workforce Investment Act (WIA) is a federally funded employment and training program designed to prepare adults, economically disadvantaged youth, and dislocated workers for participation in the labor force. The goal of workforce investment activities is to increase the employment, retention, and earnings of participants, and increase occupational skill attainment by participants to improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the Nation.

Adult Training Program

The Adult training program is designed to prepare adults (22 and older) for participation in the labor force by increasing their occupational and educational skills, resulting in improved long-term employability, increased employment and earnings, and reduced welfare dependency. Three levels of service are available to adults: core services, intensive services, and training services. Adults must first receive core services before they can move on to intensive services, and must receive intensive services before they can move on to training services. Because Adult program funds are limited, priority in the provision of intensive and training services must be given to adults who are low-income or welfare recipients. The following chart reveals the trends of expenses and services over the last three program years.

Youth Training Program

The Youth training program is designed to improve the long-term employability of youth (14 through 21), enhance the educational, occupational and citizenship skills of youth, encourage school completion or enrollment in alternative school programs, increase the employment and earnings, reduce welfare dependency, and assist youth to make a successful transition from school to work, apprenticeship, the military, or post-secondary education and training. Workforce development approaches to youth development are becoming more integrated in the provision of comprehensive services to WIA eligible youth. Many regions throughout the state are striving to engage more out-of-school youth in providing support and services that will lead the youth to gainful employment. It is important that youth are employed in a field that not only interests them, but one in which they have the potential to obtain the skills and abilities to be successful.

Dislocated Workers Program

The Dislocated Workers program provides retraining and re-employment services to individuals who have been dislocated from their jobs, and to displaced homemakers. Employment services reach beyond basic job placement. Job seekers have access to computerized resource centers for career exploration, resume preparation, skills assessment and testing, job search, on-line work registration, and on-line unemployment insurance claims filing. Job seekers also have access to a variety of skill building workshops, job search assistance curriculum and individual case management.

Trade Adjustment Assistance (TAA)

This federally funded employment and training program provides benefits to individuals displaced from their jobs due to foreign competition and jobs that are lost because the work activity was either moved out of the U.S. or as a direct result of foreign imports. IWD staff conduct informational meetings for the workers of the closing organizations and coordinate the classroom training benefit which involves individual class schedules, tuition payment, and student reimbursements for travel, childcare, books, and other approved costs. At any point in time, approximately 1000-1200 participants are enrolled in post-secondary training.

PROMISE JOBS (PJ)

The Department of Human Services administers the PROMISE JOBS (PJ) program, a federal and state funded employment and training program that is mandatory for most public assistance recipients. Iowa Workforce Development manages a number of programs within PJ in the field offices. The programs are designed to increase educational and employment opportunities for welfare recipients and encourage them to become self-sufficient.

Food Stamp Employment and Training (FSET)

This federally funded employment program is required for certain Food Stamp recipients. Training opportunities include orientation, job club, job search, referral basic education, and other employment services.

Wagner-Peyser Job Placement

These federal and state programs assist individuals find jobs, employers to find workers, and provide economic protection for unemployed individuals. Employer services include local, state, and nationwide job listing, testing, and referral of qualified workers. Job seeker services include orientation, counseling, job club, job search assistance, job-matching, access to job listings (local state-wide, and via the Internet), and services referral(s).

Rapid Response & Special Assistance Grants

Rapid Response Assistance

The Rapid Response program reacts as quickly as possible to announcements of mass layoffs or dislocations in Iowa. If a business that employs 100 or more individuals is closing or experiencing a permanent lay off of 50 or more individuals, the Worker Adjustment and Retraining Notification (WARN) Act is in effect. On-site contact is made with the employer and employee representatives within a short time of becoming aware of a plant closure or substantial layoff in order to provide information on and facilitate access to available public programs and services.

National Emergency Grants (NEG)

These special grants are used to provide retraining and re-employment services to individuals dislocated because of a closure or substantial layoff from a specific business or facility. New rules for NEG's have made it difficult for rural states like Iowa with smaller employers closing/laying off employees since "bundling" companies into a single NEG is no longer allowed.

Early Intervention Grants (EIG)

Early Intervention grants are awarded to regions that experience a business closure or permanent reduction within a business resulting in the displacement of 30 or more employees. The funds are used over a 120-day calendar period to provide services such as recruitment, initial assessment, core services, staff-assisted core services, intensive services, and training to help the displaced workers transition back to employment.

Special Intervention Funds (SIF)

Special Intervention Funds are requested when a NEG would not be appropriate because of pending Trade Adjustment Assistance. Similar in nature to a NEG, it provides a higher rate per individual and lasts twice as long (6 months).

Special State Funded Projects

Assistance may be provided under Special State funded Projects that would not otherwise qualify for NEG's or other funding.

Worker Profiling and Re-employment Services (WPRES)

Worker Profiling and Re-employment Services (WPRES) is a special effort to identify those Job Insurance claimants (Dislocated Workers) early in their unemployment period who are likely to exhaust their job

insurance benefits and to provide these claimants with re-employment services to accelerate their return to employment.

Veterans' Services

Local Veterans Employment Representatives (LVER)

Disabled Veterans Opportunity Program (DVOP)

Veterans may receive preferential services for job placement and other programs. Career Consultants work with veterans recently separated from military service or with barriers to employment. Barriers may include disabilities incurred while in military service, substance abuse, convictions, work history, or others that may hinder obtaining suitable employment. Services include counseling, testing and identifying training and employment opportunities. Active outreach programs are conducted with employers, community and veterans organizations, unions, and local counseling and social service agencies to make sure veterans know about and receive the services for which they are eligible.

Targeted Populations

New Iowan Centers (NIC)

The focus of the New Iowan Centers is to help anyone new to Iowa, whether from another state or another nation, feel welcome. Unskilled, semi-skilled and skilled workers are employed in all sectors of a community and add to the community's assets. These jobs are essential to keeping the state's economy growing and communities strong. In addition, newcomers bring their education and experience to be utilized by our state. The focus of the New Iowan program has changed from giving services to newcomers to Iowa to a broader range of economic development and the incorporation of newcomers into their communities.

Alien Labor Certification Program (ALC)

The Iowa Workforce Development Division of Center Administration processes non-immigrant temporary visas for Iowa employers. This allows certain aliens to obtain a visa for entrance into the United States in order to engage in employment if there are not sufficient U.S. workers who are willing, qualified, and available for the employment, and if the employment of the alien will not adversely affect the wages and working conditions of U.S. workers similarly employed.

ALC Program

The ALC program also provides technical assistance to Iowa employers, attorneys, advocacy groups, and foreign nationals.

H2A Agricultural Program

The H2A agricultural program requires employers to provide free housing to workers that must be state inspected, provide contractual employment benefits stipulated by the USDOL, and conduct annual wage surveys to determine the prevailing practice wage rate.

H2B Program

The H2B program is for non-agriculture occupations that include landscape laborers, amateur hockey players, seasonal retail, construction, and related occupations. The program requires the state to ensure that applications are correctly completed and oversee the job recruitment and other required functions before forwarding the application to the DOL for determination.

Migrant and Seasonal Farm Workers (MSFW)

The state Monitor Advocate is positioned within the IWD Division of Center Administration to ensure compliance with federal regulations. Requirements include conducting field checks where MSFWs are

employed, maintaining the complaint system, and coordinate and provide services such as: Head Start, outreach, farm workers organizations, and local service providers.

In 2003, the Migrant and Seasonal Farm worker (MSFW) Outreach Program was incorporated into the New Iowan Centers Program. The MSFW outreach specialists conduct statewide outreach to any migrant or seasonal farm worker or employer of the same, to offer IWD services as well as NIC services.

Work Opportunity Tax Credit (WOTC)

This federally funded program entitles an employer to a federal tax credit when a qualified group individual/member is hired. Target populations are: military veterans; ex-felons; social security income recipients; food stamp and/or welfare recipients; and vocational rehabilitation participants. The credit is based upon wage and number of hours worked during the first 12-months of employment, with a maximum of \$2,400. Due for its bi-annual renewal by Congress in January 2006; the program remains in hiatus pending Congressional decision-making.

Navigators

The Department of Labor and the Social Security Administration have jointly funded this grant program for eight years. Five years of the grant initiative explored and enhanced collaborative efforts and addressed access and customer service for people with disabilities, followed by three years of navigator deployment. This effort has enabled Iowa to enhance the overall service for Iowans with disabilities. Iowa employment and disability service agencies cooperate with local regional employment systems to place "Navigators" in One-Stop Workforce Centers. Navigators serve as resources to service staff, businesses and job seekers with disabilities to effectively include people with disabilities in the economy of their communities.

With the grant funding ending in June 2007, the program is being evaluated to utilize what has been learned to continue to build better employment service systems. Iowa agencies have dedicated themselves to explore sustainability of the navigator program. Where each of Iowa's 16 regions once supported a navigator, it may be easier to sustain eight to ten navigators with regions sharing the resources. Additionally, eight Disability Specialist positions have been created and will be located throughout the state operating in the TANF employment program in cooperation with Voc Rehab services. These specialists will be direct service positions and will work in conjunction with navigators, utilizing the network that has been created and nourished.

The chart shows that of the total number of participants in WIA services disclosing a disability has risen slightly over time; and also that the percent of those disabled individuals entering employment is statistically equal with the participants disclosing no disabilities.

Iowa Workforce Development Local Offices

Iowa Workforce Development provides services across the state from 15 One-Stop Offices and an additional 40 local offices.

Job Placement

IWD staff match job seekers with prospective employers and make appropriate referrals to posted openings. No fees are charged to either party. Jobs posted with IWD are available on the Web and searchable by location, job category and key word. Job listings may be unsuppressed, meaning the employer's name is immediately available to the job seeker, or suppressed, meaning the employer's name is confidential, or can only be released by IWD personnel to qualified applicants. A recent enhancement to the system allows companies to self-post their available positions through a new online system.

Business Service Representative

Each region has Business Service Representatives to assist local businesses with recruitment needs, large or small, coordination of career or employment fairs, and access to IWD products and services. Additionally, the representatives market IWD's products and services throughout the region.

Iowa Advantage

A new series of workshops is now available for job seekers, dislocated workers, students, and other customers interested in updating their job seeking skills, deciding on a career, going back to school, budgeting, etc. Workshop topics include: Your Successful Job Search, Coping with Change, Budgets & Finance, and Job & Career Options.

Career Fairs

Annual job and career fairs are held throughout the state offering job seekers, students and employers the opportunity to interact at a single location.

Reverse Referrals

This service directs all interested job seekers to apply for openings at the IWD office, freeing the employer's time for job interviews, testing, etc. We also make available – at no charge to the employer – a generic application form in the event the employer does not have a company application, or prefers anonymity.

Testing & Assessment Services

Proficiency Testing

IWD staff administers proficiency tests for typing, 10 key, spelling and other tests as requested by area employers.

Work Keys & Accuvision Assessments

These tools help employers put the right person in the right job, reduce turnover and improve the bottom line. Work Keys can also help employers identify training areas to increase productivity. As developed by American College Testing (ACT), Work Keys helps businesses by evaluating job requirements in several key areas (applied mathematics, listening, writing, reading for information, applied technology, locating information, teamwork, and observation) through job profiling, helping employers hire and promote employees based on skills measured through testing, and giving employers information needed to upgrade the skills of existing staff. There is a fee charged for this service.

Skills Testing & Aptitude Tests

IWD has several available tools for assisting job seekers needing to identify skills, abilities and interest for employment. We also offer – at no charge to the applicant or supportive service agency – the General Aptitude Test Battery (GATB). IWD staff is trained to administer and interpret the GATB.

Job Insurance

Local IWD offices offer claimants several filing options, taking their unemployment claim locally or claimants can file online. Fact-finding hearings are conducted by the Unemployment Insurance Service Center. Local IWD staff and partners also work with employers in the event of mass layoffs and/or business closings. The Intranet application is available at all IWD resource centers and allows claimants to file and/or register for services on-line during regular business hours.

Resource Center

IWD has PCs available to the public at all permanent locations for use in developing resumes, doing career exploration, filing for unemployment insurance, and taking proficiency tests and tutorials. A number of internet-based job seeking tools are available, as well as access to local employers' websites, and word processing software, and State of Iowa job postings.

Labor Market Information

Iowa's LMI data is produced in cooperation with the Federal Bureau of Labor Statistics. The data provides information on economic conditions, industries, labor supply, occupations and wages. The information is designed to assist Iowa citizens, businesses, educators and economic developers.

Iowa Workforce Information Network

IWIN, is a Web based system that provides up to the minute labor market information. IWIN is available 24 hours a day at <http://iwin.iowaworkforce.org>.

Publications

A number of standard and customized publications are developed each year utilizing LMI data including:

- Iowa Industry Projections
- Iowa Occupational Projections
- Iowa Labor Force Summaries
- Laborsheds
- Fringe Benefit Profile
- Industry Cluster Analysis
- Iowa Job Outlook
- And Many Others

Unemployment Insurance Division

Unemployment Insurance Benefits CY2006

- Initial Claims
 - 130,000 filed, 36% Internet or Intranet (19% in 2005)
- Continued claims
 - \$318,827,000 benefits paid
 - 115,000 recipients
- Fact-finding
 - 62,340 decisions
- Appeals
 - 12,521 decisions

Unemployment Insurance Tax CY2006

- 71,170 liable employers
- \$332,853,000 tax collected
- 1427 employers audited
- 8112 new employer accounts established
- 6836 employers inactivated

Unemployment Insurance SBR's

- Supplemental Budget Requests from U. S. DOL
- \$4,400,000 received in 2005 and 2006
- Special projects
 - IT security
 - Building security
 - Combat identity theft
 - Identify fraudulent payments and employer accounts
 - Improve services to employers and claimants

Unemployment Insurance Tax Redesign Project

- **Online eFile & ePayment**

- “Unemployment Insurance Tax System” (UITS)
- Electronic Filing of quarterly Employer’s Contribution & Payroll Report
- Built-In Error Checking
 - Performs calculations
 - Verifies fields are filled in correctly
- Electronic Payments
 - eCheck or MasterCard

- **Survey**

- Surveys were e-mailed to people that completed the quarterly Employer’s Contribution & Payroll Report

167 Surveys Sent

25% response rate in the first day

- How would you rate the ease of use of the Unemployment Insurance Tax System?

- 51.2% Very Easy
- 39% Easy
- 4.9% Difficult
- 4.9% Very Difficult
- 90.2% in the two top categories!

- What is the likelihood that you will file your next report using the Unemployment Insurance Tax System?

- 85.4% Very Likely
- 7.3% Likely
- 4.9% Not Sure
- 2.4% Not Likely
- 92.7% in the two top categories!-

- **Payment Activity**

- eCheck – 77 Transactions
- MasterCard – 2 Transactions
- Transaction Breakout
 - eCheck – 26.2%
 - MasterCard – 2.4%
 - Paper Check – 23.8%
 - No Payment Due – 14.3%

- **Tax Redesign Future**

- Internet Launch of:
 - Report to Determine Liability
 - Create ability for very large employers and multiple filers to use eFile
 - Account Maintenance (helps employers manage their information)
 - Ability to see benefits information
 - Allow payment of delinquent taxes, interest, and penalty through ePayment
- Replacement of 30+ year old legacy system with new software

Unemployment Statistics For Calendar Year 2006

1. Total of UC benefits paid between January 1, 2006 and December 31, 2006.
\$312.9 Million
2. Average unemployment rate during 2006.
3.7%
3. UC Trust Fund balance ¹ (Includes \$40 million transferred to the fund under S.F. 458)
December 31, 2005: \$643.2 million
December 31, 2006: \$665.8 million
4. Unemployment Compensation Reserve Fund balance ²
December 31, 2005: \$105.6 million
December 31, 2006: \$145.4 million
5. Average benefit paid during 2006
Average Weekly Benefit: \$269.38
Average Duration of Benefits: 12.5 weeks
Number of First Payments: 92,610
6. Total UC tax collected for calendar year 2006 (preliminary)
UC Trust Fund contributions³: \$305.4 million
UC Reserve Fund collections: \$ 39.8 million
7. Trust fund balances for surrounding states.

Iowa's trust fund is in a strong position compared to surrounding states. This strong fund balance has enabled Iowa to remain in tax table 6 for five years, despite a national recession. For the last three years the Iowa fund balance has been within \$20 million of triggering higher tax rates.

Minnesota and Missouri have had to borrow from the federal government to pay benefits during the past few years. The state of Illinois has issued state bonds to support their trust fund solvency. South Dakota has passed legislation increasing employer taxes to restore fund solvency effective in 2007. See attached table for fund balances.

¹ The UC trust fund is deposited in the federal treasury and is used to pay UI benefits.

² The unemployment compensation reserve fund is deposited in the state treasury and shall only be used to pay UI benefits when there are insufficient funds in the UC Trust Fund. Interest on the UC reserve fund shall be used by the department only upon appropriation by the general assembly. This fund is expected to receive about \$4 million during 2007 based on fourth quarter 2006 wages. No reserve fund contributions will be collected based on 2007 employer tax rates.

³ This includes \$10.5 million in reimbursable contributions received from nonprofit and government employers who elected to reimburse IWD for UI benefits paid to their employees.

UI Trust Fund Balances September 30, 2006				
State	Trust Fund Balance (\$ millions)	Federal Loans (\$ millions)	Trust Fund Minus Loan (\$ millions)	Trust Fund Percent of Total Wages ²
Illinois ¹	1,326	0	1,326	0.62
Iowa	697	0	697	1.78
Minnesota	362	0	362	0.42
Missouri	223	239	-16	-----
Nebraska	231	0	231	1.00
North Dakota	113	0	113	1.52
South Dakota	20	0	20	0.23
Wisconsin	792	0	792	1.00
¹ Illinois has a state bonding program which is not reflected in federal reports. ² The trust fund as a percent of total wages is one method used to adjust trust fund balances for potential fund obligations based on the size of a state's laborforce. The federal government's solvency recommendation for this measure is 2%, although few states meet this standard.				
Source: UI Data Summary, Office of Workforce Security, USDL				

UI Tax Bureau

The Tax Bureau collects the funds used to pay for unemployment insurance benefits. This process starts by establishing employer tax accounts and helping employers determine if they must file quarterly tax reports. Once an account has been established, the Tax Bureau handles all the functions associated with collecting and processing the quarterly unemployment insurance taxes from Iowa's 71,000 employers. These functions include:

1. Collecting employee data including total and taxable wages paid,
2. Depositing tax collections with the State Treasurer,
3. Maintaining financial records of employer accounts,
4. Determining tax rates for employers annually,
5. Auditing employer records, and collecting delinquent tax contributions.

The tax money collected is placed into a Trust Fund account that can only be used to pay for unemployment benefits. Employee wage information is used in determining the benefit amount available if an employee became unemployed and filed for benefits.

UI Benefits Bureau

The Unemployment Insurance Benefits Bureau is responsible for timely and accurate payment of benefits. This includes the processing of unemployment insurance claims, adjudication of contested claims, and investigation and recovery of fraud and non-fraud overpayment of UI benefits.

The Unemployment Insurance Service Center (UISC) manages and coordinates claim processing activities. This past year, unemployment insurance claims were filed over the telephone, at the local workforce centers, and over the Internet. In December 2005, IWD made a decision to enhance and promote the use of the Internet to file unemployment insurance claims. The popularity of the on-line unemployment insurance services has risen to the point that approximately 44 percent of all new claims are completed on-line. Although Internet claims are filed from remote locations, each claim is reviewed and processed by the UISC. The success of the Internet filed claim has allowed the UI Benefits Bureau to transition away from taking unemployment insurance claims over the telephone which is projected to save \$100,000 per year of public funds. The unit responds to communications involving technical matters related to unemployment insurance and corrects necessary records and database due to subsequent appeal decisions which reverse the prior decision issued on a claim.

The claims adjudication section is responsible for screening all employer protests, investigating, and issuing reports. The primary responsibility for this unit is to determine individuals' eligibility on disputed claims for unemployment insurance benefits and pay benefits within 21 days of the filing of the initial claim if determined eligible. On average 91% of these claims are paid timely, exceeding the national standard of 90%.

The claims adjudication section investigates all labor dispute protests and issues decisions. First level decisions that determine which employers will receive charges on claims for unemployment insurance benefits and

investigations regarding claims for missing wages, as well as performing a variety of maintenance functions on claims to ensure claimants are paid timely and employers are not charged incorrectly are issues handled within claims adjudication. The section performs fact-finding interviews with claimants and employers to resolve issues discovered as a result of claimant responses during the continued claim certification process.

The Benefits Bureau manages an average of 7,651 protests each month in addition to the investigations into the hundreds of issues identified monthly through the weekly continued claims. During peak times, the number of protests will exceed 11,000.

The Fact Finding unit investigates each of the protests and allows or denies payments of benefits based on Iowa Law.

The Investigation and Recovery Unit is responsible for aggressive action to prevent, detect, investigate and penalize fraudulent actions on the part of employing units and individuals claiming unemployment insurance benefits. They recover overpayments and files liens and garnishments to assist with recovery of overpayments; verify that aliens are entitled to unemployment insurance and investigates and disqualifies those that are not eligible; and conduct the fictitious employer detection program to discover employers set up for the purpose of fraudulent activities. Investigators also prosecute violations of the Iowa Employment Security Law including fraudulent receipt of unemployment insurance benefits and forged warrants in conjunction with each county attorney in Iowa. On average, this unit of investigators will complete 875 cases each month, and at times will exceed 1400 per month resulting in the establishment and recovery of hundreds of thousands of dollars in overpayments due to fraud and non-fraud related reasons. During the last fiscal year, nearly \$6.5 million dollars in fraud and non-fraud related overpayments were recovered.

The primary function of the Benefits Payment Control Unit is to issue overpayment determinations and underpayment supplemental benefit payments due to misreported earnings or eligibility disqualifications. The unit is responsible for overpayment recovery programs which include withholding of Iowa income tax refunds, Iowa lottery prizes, Iowa vendor payments, and the Interstate Reciprocal Overpayment Recovery Arrangement.

UI Quality Control Bureau

The Quality Control Bureau is responsible for the collection and analysis of data pertaining to the accuracy of unemployment insurance payments and the effectiveness of revenue collection processes. The Bureau is responsible for the administration of UI Performs, which include Benefit Accuracy Measurement (BAM), Tax Performance System (TPS), Benefit Timeliness and Quality (BTQ), the State Quality Service Plan (SQSP), and Data Validation (DV). These programs provide IWD a method to assure that federal required performance guidelines are met, that statistical information provided to the U.S. Department of Labor is accurate, and to give IWD an annual communication tool with the U.S. Department of Labor. The programs highlight the UI Division's strengths, goals and plans for achieving any needed performance improvements. For calendar year 2005, BAM statistics show that our proper payment rate was 92.4 percent, our best performance since 1997. The TPS performance summary was 94.3 percent, also well within acceptable range. The Bureau monitors various other performance measures related to timely first payments to eligible applicants, accuracy of applicant eligibility determinations, and timely determinations of new employer liability.

UI Appeals Bureau

The Unemployment Insurance Appeals Bureau is separate from the rest of the Division. This allows the appeals process to act independently. The quality of unemployment insurance appeals processed is measured by the percentage of appeals that meet the U.S. Department of Labor's quality standards. 95% of all cases must score 85% or better. IWD consistently meets quality standards in 95-98+% of UI cases.

Labor Services Division

Amusement Ride Inspections

The Division of Labor inspects amusement rides and concessions at least once annually to assure compliance with state rules. In 2006, the Division of Labor issued 142 permits and conducted 1,360 inspections. An operator must obtain a permit from the labor commissioner before operating any amusement device or ride, concession both or any related electrical equipment in Iowa.

Asbestos Permits and Licenses

The Iowa Division of Labor administers Iowa's asbestos licensing and permitting program, and the Iowa Department of Natural Resources (DNR) enforces asbestos regulations.

Permits:

A business entity engaged in the removal or encapsulation of asbestos is required to hold a permit unless removing or encapsulating asbestos at its own facilities. Each asbestos contractor is required to notify the Division 10 days prior to commencing each asbestos project.

Licenses:

Asbestos workers, contractors and supervisors must obtain licenses for all asbestos projects. Asbestos inspectors and project designers must obtain licenses for asbestos projects in school, public, or commercial buildings. Asbestos management planners must obtain licenses for projects in school buildings. License types and fees vary based on the individual duties involved.

Athletic Commission

The Iowa Labor Commissioner also serves as the Athletic Commissioner for the State of Iowa. Iowa Code requires the Commission to license professional boxing and wrestling events individually.

Boiler & Pressure Valve Safety Inspections

The Iowa Division of Labor regulates boilers and pressure vessels, including many hot water heaters. Hot water heating boilers used exclusively for pools or spas are under the jurisdiction of the Iowa Department of Public Health.

Ten day notice of new installations must be provided pursuant to Iowa Code Section 89.6. Certain repairs and alterations must be authorized in advance by an authorized inspector. Covered objects must be inspected by state inspectors or authorized insurance company inspectors.

Child Labor & Work Permits

Youth under the age of 16 in Iowa, are required to have a work permit before starting work. Under Iowa Child Labor laws, Iowa Code Chapter 92, minors under the age of 18 are prohibited from working in certain occupations, performing certain duties, and from using certain equipment.

Contractor Registration & Bonding

The State of Iowa requires that "construction contractors" register with the Iowa Division of Labor, and renew that registration every two years. The law is found in Chapter 91C of the Iowa Code. All individual contractors and businesses performing "construction" work within Iowa must register with the Division of Labor if they earn at least \$2,000 a year from that work. Individuals or businesses making less than \$2,000 a year on "construction" work, or who work only on their own real estate or property, are not required to register.

If your principal place of business is located outside of Iowa, and the contract price of the job in Iowa is at least \$5,000, then you must file a bond with the Iowa Division of Labor prior to starting your job. Having a branch office in Iowa does not make you an in-state contractor if your business is principally based outside of Iowa.

Elevator Inspections

State law requires that elevators, escalators, dumbwaiters, and related equipment comply with all applicable rules and statutes. No new installation or alteration work may begin in Iowa until the installer obtains the proper permit from the Iowa Division of Labor. Applications for installation or alteration permits should be submitted eight weeks before work is scheduled to begin. The permit is to be posted on the job site at the time the work begins. The equipment cannot be used until it passes inspection by a state inspector.

Hazardous Materials Mandatory Reporting

The State of Iowa Community Right To Know and Public Safety / Emergency Response Right To Know law require employers to provide local fire departments with information on chemicals at workplaces and to post signs warning of fire-related hazards so that firefighters may respond in a safe and effective fashion. Persons in the community also have a right to information about chemicals stored or used at local businesses. Employers are required upon request to show citizens the material safety data sheets (MSDS) for chemicals on the premises.

IOSH Consultation & Education

One of IOSH Consultation and Education's goals is to reduce the incidence of injury or illness to workers by enhancing ability to identify and control safety and health hazards.

Employers can learn about potential hazards at their worksites and improve their occupational safety and health management systems by using the **free** consultation services. This service is delivered by the State of Iowa using well-trained professional staff. Most consultations take place on-site, though limited services away from the worksite are available. This program is completely separate from the IOSH Enforcement staff, no citations are issued or penalties proposed, and it is **confidential**.

SHARP and VPP are company recognition programs for safety and health management awarded by the Commissioner of Labor on behalf of the Governor of Iowa.

Free training for the 10-hour Voluntary Compliance OSHA Certificate Course for General Industry or Construction is conducted on a first come, first served basis. The business requesting the training is provided one set of course materials to be copied for each participant.

Iowa Occupational Safety & Health Enforcement

IOSHA applies OSHA standards as adopted by Iowa Workforce Development, Division of Labor. The agency investigates safety and health complaints in construction and general industry, fatalities/catastrophes and performs general scheduled inspections.

Compliance Assistance Specialists are available to answer questions regarding recordkeeping, OSHA regulations, Partnerships and Alliances, and is a resource for safety and health assistance. They provide outreach and training on OSHA topics at seminars, safety meetings and conferences.

Wage Payment Collection & Minimum Wage Law

State law requires the payment of wages and benefits due under a company policy or contract. If an employer is paying less or not providing all the benefits outlined in the policy or contract, an individual may file a wage claim form with the Division.

Iowa Division of Labor processes claims relating to unpaid wages, vacation pay, unpaid expenses, unauthorized deductions, minimum wage, etc. If a case cannot be settled or mediated the Division may file suit against the employer for wages, liquidated damages, court costs and attorney fees.

Workers' Compensation Division

The Workers' Compensation Division has three core functions: adjudication of disputed workers' compensation claims, enforcement of compliance standards, and education of Iowans about workers' compensation law and procedures.

Hearing-Level Adjudication

Adjudication occurs when a dispute arises over an employee's entitlement to benefits. Most injury claims are resolved without adjudication. During FY06 22,219 injuries were reported but only 3,669 petitions for benefits were filed. The number of new petitions fell for the fourth consecutive year.

Appeal-Level Adjudication

Any party dissatisfied with a deputy commissioner's decision can appeal to the commissioner for a de novo review of the case. The large number of decisions at the hearing level produced a large number of appeals. The number of appeal decisions issued in FY06 was comparable to prior years, the inventory of pending appeal cases has not grown for FY06, and the average age of fully submitted pending appeal cases has been decreased.

Compliance

Compliance administrators monitor injury and claim payment reporting, acting as ombudsmen. They responded to 33,288 requests for information about workers' compensation law and reviewed 4,847 settlements for approval. The statute that governs settlements was amended to give the parties greater control over the terms of their settlements. Injury and claim payment data is reported to the agency using the Electronic Data Interchange (EDI).

Education

The division provides information about workers' compensation law and procedures to the public on the Web, including news and updates, EDI materials, weekly benefit schedules, summaries of recent appeal decisions and access to the hearing schedule. The division issues publications that disseminate information about workers' compensation law, including a brochure that is mailed to every person with a reported injury. The commissioner and other staff gave numerous statewide presentations on workers' compensation law and procedures at meetings, conferences or seminars for attorneys, insurance personnel, employee groups and employer groups.